

**APPENDIX F**

**SAMPLE JOB DESCRIPTIONS FOR  
PARAEDUCATORS**

## **PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

**I. Paraeducator's Name:**

Social Security No.

FTE: 1.0 (Note: full time is 6 hrs/day, 5 days/week)

Supervisor: (Special Education Staff Member)

**II. Description of the situation that requires the hiring of the paraeducator.**

A student with multiple disabilities (autistic, non-verbal) enrolled in the classroom requires one-to-one attention throughout the day.

**III. Job Description (Specific duties to be carried out by the paraeducator):**

1. Assist the student mentioned above with toileting.
2. Assist the student mentioned above with dressing.
3. Assists the student mentioned above with feeding upon request of the instructor.
4. Implement above-mentioned student's communication program.
5. Implement prescribed behavior management program for student mentioned above.
6. Assist with activities of the prescribed programs including those written by related service personnel such as PT, OT and Speech.
7. Supervise cafeteria or recess as assigned by building administrator, particularly to supervise the needs of the above-mentioned student.
8. Supervise students in teacher planned activity.
9. Chart individual progress of students under the direction and supervision of the classroom teacher.
10. Prepare instructional materials.

**PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

**I. Paraeducator's Name:**

Social Security No.

FTE: .92 (Note: full time is 6 hrs/day, 5 days/week)

Supervisor: (Special Education Staff Member)

**II. Description of the situation that requires the hiring of the paraeducator.**

The preschool program has 1 student who requires one-on-one behavior management. The paraeducator assists as described below in the preschool program as necessary.

**III. Job Description (Specific duties to be carried out by the paraeducator):**

1. Assists in conducting individual sessions and small group sessions with students from the preschool program in review of skills from class lessons and/or IEP objectives.
2. Completes some of the charting for the IEP objectives on individual sessions.
3. Helps to keep children on task for the programs taught by the supervisor.
4. Conducts lessons when the supervisor is working individually or with other student groups. Example: Centers.
5. Supervise preschool phy ed daily.
6. Prepares materials used in the preschool programs.
7. Supervise and assist students when included into general education classes.
8. Assist students in self-care activities including toileting needs.

## **PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

NAME:

FULL TIME EQUIVALENCY: .95

SUPERVISOR:

LOCATION:

DISABILITY AREA: Orthopedically Impaired/Visually Impaired

### **DESCRIPTION OF UNIQUE SITUATION OR NEED OF STUDENTS:**

The paraeducator is needed to provide assistance to 1 child with severe spastic cerebral palsy, who is confined to a wheelchair. She requires help with feeding, toileting, therapy needs, communication and other basic needs.

### **JOB DESCRIPTION:**

Listed below are tasks of which the paraeducator may perform:

1. Present concepts that are presented by the teacher in a manner that will be helpful to the student (e.g., Making things larger so she can see them, bringing them closer, having a copy in front of the student)
2. Make communication aids that will allow the student to communicate her thoughts effectively.
3. Modify work so that the student can benefit from all concepts presented.
4. Work closely with the classroom teacher so that they are getting the same information to the student.
5. Supervise student in lunchroom and playground activities, music and PE.
6. Help TEAM to make decisions on what will work with the student.
7. Bring student to Physical Therapy and Speech Therapy when scheduled.

**PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

Name:

Location:

Supervisor:

Job Description:

1. Assist general education classroom teachers in the inclusion of students with disabilities into their classrooms.
2. Establish a positive and supportive relationship with the classroom teachers.
3. Work with individuals or groups of students under the direct supervision of the teacher in the general education classroom or the Primary Case Manager.
4. Provide clerical assistance (type materials, duplicate materials, make instructional games, etc.) for the teacher or the Primary Case Manager .
5. Assist in instructional classroom duties, toileting, snack/lunch, clothing routines, etc.
6. Assist in supervision of students (both disabled and nondisabled) during recess and lunch periods.
7. Implement behavior management techniques (reinforcing appropriate behavior in accordance with the teacher's plan, supervising timeout, etc.)
8. Be involved in student staffings (upon requests).
9. Observe and records academic behavior and progress.
10. Observe and record social behavior.
11. Give informal tests to students.
12. Other duties assigned by casemanager/supervisor.

## **PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

Name:

Location:

Supervisor:

Description of Unique Need: Work with students with EMH/TMH and SMH under the direct supervision of the teachers in the general education classrooms and the special education resource teachers.

Job Description:

1. Follow through with IEP objectives including math, reading, speech and developing independent skills.
2. Assist general education classroom teachers in integrating students into general education classrooms.
3. Communicate pertinent information to teachers.
4. Collect data.
5. Accompany students on community experiences; may transport students in their own vehicles.
6. Respect student confidentiality.
7. Assist in supervision of students during recess periods.
8. Assist with PT program developed by the physical therapist.
9. Assist in toileting students.
10. Implement behavior management techniques in accordance with the directions given by PCM.
11. Other duties as assigned by supervisors.

**PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

NAME: FULL-TIME EQUIVALENCY: 1.00

LOCATION: DISABILITY AREA: RESOURCE ROOM

SUPERVISOR:

The Resource Room Paraeducator will be responsible to carry out the following:

1. Work on special programs with an individual or small group as set-up by Resource Room Teacher.
2. Reinforce concepts presented by the teacher.
3. Listen and read to students.
4. Help students with assignments.
5. Observe and record academic behavior and progress of student.
6. Informal assessment with the Resource Room Teachers.
7. Make and locate instructional games and materials.
8. Type and duplicate materials.
9. Attend IEP meetings and inservice.
10. Supervise computer activities.

**PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

NAME:

FULL-TIME EQUIVALENCY: .75

SUPERVISOR:

DISABILITY AREAS: SLD

LOCATION:

**A DESCRIPTION OF THE UNIQUE SITUATION OR NEED OF THE CHILD WHICH REQUIRES THE HIRING OF THE PARAEDUCATOR:**

This paraeducator is needed to provide support to elementary aged children with disabilities through the Resource Room and the general education classroom settings. She aids the Learning Disabilities teacher, classroom teachers, and students in the schools 5 days a week. Her duties are listed below:

1. Drill work and supplement activities after instruction by classroom or resource room instructors.
2. Supervise study groups.
3. Implement individual skills according to IEP specifications.
4. Supervise students during test situations.
5. Assist on field trips.
6. Correct papers and help with record keeping.
7. Tape student lessons.
8. File papers.
9. Photocopy materials.
10. Type IEP's.
11. Develop study guides.



## **PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

NAME:

SUPERVISOR:

LOCATION:

AMOUNT OF TIME REQUIRED: 7 hours daily for 180 days

**DESCRIPTION OF THE UNIQUE SITUATION:** This paraeducator is being utilized to assist in the management and instruction of a student with complex special education needs. He is currently carrying disability diagnosis of Other Health Impaired, SED, and LD. This position is required to promote successful integration within a general education classroom.

- A. Is responsible to specific direction and supervision of the classroom teacher and the EH consultants.
- B. May work with the student individually or in a small group, under the direction of the classroom teacher and the EH consultants, in the development of specific skills as specified through the IEP process.
- C. Assists the general education classroom teachers in monitoring the student's understanding of directions, concepts, timelines for assignments, etc.
- D. Assists in the development of independent skills as outlined through the IEP process.
- E. Assists in monitoring behavior management programs as established by the student's IEP planning team.
- F. Maintains a positive attitude within the classroom, providing encouragement and reinforcement to the children.
- G. Maintains a positive relationship with students, teachers, and parents.
- H. Strictly adheres to confidentiality requirements regarding all matters pertaining to students, parents, parent communications, and/or classroom activities.

**PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

**I. Paraeducator's Name:**

Social Security No.

FTE: 1.0 (Note: full time is 6 hrs/day, 5 days/week)

Supervisor: (Special Education Staff Member)

**II. Description of the situation that requires the hiring of the paraeducator.**

There is a student (Student A) in this program who has multiple disabilities. The student requires one-to-one instruction and one-to-one monitoring for behavior in the classroom. The paraeducator also assists with one-to-one instruction and supervision of other students.

**III. Job Description (Specific duties to be carried out by the paraeducator):**

1. Paraeducator monitor's Student A's behavior in the classroom.
2. Paraeducator provides assistance and supervision for individual students upon request, especially Student A.
3. Chart individual progress under the direction and supervision of the classroom instructor.
4. Accompany Student A to all activities outside of the classroom.
5. Supervise students (primarily Student A) in teacher planned activities.
6. Implement prescribed programs including those written by related service personnel.
7. Attend student staffings upon request,
8. Communicate with Student A's parents through a daily notebook.
9. Implement prescribed behavior management problems.

**PARAEDUCATOR: SAMPLE JOB DESCRIPTION**

Name:

Location:

Supervisor:

Personal Requirement:

1. Appropriate dress for school and vocational community sites.
2. Keeping all student/teacher work, files, meeting etc. confidential.
3. Maintaining a positive attitude.
4. Adjusting to a variety of teacher/student/employer personalities and abilities.
5. Adjusting to schedule changes, variety of activities, and changes in teaching locations.

Responsibilities Include:

1. Job coaching at community sites.
2. Transportation to and from job sites.
3. Assisting teaching in classroom (small group, one-on-one instruction, etc.) as it relates to job readiness and independent living.
4. Assisting students with personal hygiene needs as required.
5. Other duties as assigned.